

Quick Tips

For AppleWorks

- To see actual fonts in your fonts menu, go to go to AppleWorks-Preferences-General. In the Topic menu, choose General. Under Options, click in the box beside "Font Menu in Actual Fonts".
- To see a misspelled word in context, click the arrow beside the "questionable words" count at the bottom of the spell check window.
- Need a thesaurus in a hurry? Press apple-shift-z in AppleWorks to bring up the thesaurus when you need it.

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Looking Back...

This is the final issue of *MLTI Update* for this school year and we'd like to thank our loyal readers for making this publication a success. We hope you've found it interesting, informative, and maybe a little entertaining. One of our attempts to entertain you was the monthly cartoon. Last month we ran a cartoon without a caption and asked our readers to provide one. The winner of the Cartoon Caption Contest is Judi Morrison of the James F. Doughty School in Bangor. Check out Judi's winning caption on page 4.

Looking Ahead...

By the time you receive this, many of you will have already collected the laptops and started some of your summer maintenance. Some of you have expressed your concern about holding students accountable for the condition of their laptops when they turned them in. These laptops will be issued to next year's 7th graders and no one wants to hand a student a device that's not in good condition.

If you are looking for advice, you may want to check out David Trask's suggestions for Laptop Collection and Clean-up. Vassalboro Community School collected their 8th grade laptops last week and David shared his experiences with us. The process went well at Vassalboro because they did some advance planning and let the students know exactly what they expected. The students were responsible for cleaning their laptops before turning them in for inspection. If a laptop didn't meet the school's standards, the student was given the materials to clean it right then.



Other schools have also shared some ideas for end-of-the-year procedures. Some school's planned to use their iTeams to help with the inspection and clean-up process. One school plans to get a jump on the process next year by having monthly check-ins where students will fill out a form reporting on the status of their laptops so problems are reported and dealt with in a timely fashion.

This is another example of how much we can learn from each other and how important it is to share our successes as well as our concerns. Thanks to everyone who contributed suggestions for laptop recycling.

A Guide to MARVEL!

Many teachers have told us that they would like to start using the MARVEL (Maine Info Net) databases with their students but they don't really know where to start. Using MARVEL can be a little overwhelming at first, but time spent exploring will pay off with added resources for your students' research.

Nancy B. Grant of Penquis Valley High School has written a useful guide to the



MARVEL databases that can help you get started. Nancy gives some basic directions, some tips for searching, and lists the databases that have proven to be most helpful to 7th and 8th grade students. MARVEL is available free to all Mainers from any computer with Internet access so you may want to download the guide and send it home with students along with their summer reading list.



[Click on FAQ](#)

Strong Passwords

Most of us don't give much thought to the passwords we choose and how effective they may be. In the words of Shaun Meredith, senior Project Manager with Apple, "Strong locks and burglar alarms help keep intruders out of your home. Strong computer passwords help keep intruders from knowing your confidential information. Yet, many computer users use passwords a child can crack, even when protecting sensitive student or personal information."



Shaun has written a guide for choosing strong passwords that can help you create a

password that is not easily compromised. As educators, we have a responsibility to protect the confidentiality of student information and to keep it secure. Shaun also gives tips for remembering the passwords you choose.

We've posted Shaun's guide on *MaineLearns* where you can download it for easy reference.



[Click on FAQ](#)

Summer Reading

If you're a teacher, chances are you spend some of your summer vacation getting caught up on your reading. While your first choice for beach reading may be a Stephen King novel or a John Grisham tale, you may want to spend some time with a good professional book too.

We've recently posted some book reviews on *MaineLearns* that may help you choose a good book to read. Some books, like Sara Kajder's *The Tech-Savvy English Classroom* or Rebecca Blood's *The Weblog Handbook* will be of interest

to readers who want to learn more about teaching with technology and others like Cris Tovani's *I Read It But I Don't Get*

It and *Transforming Ourselves, Transforming Schools* are good reads for any middle school teacher. Check out the Teacher Recommended Books section in the Documents Index on *MaineLearns*. Don't forget to click on the folder icon to see all the entries.



[Click on Documents – Teacher Recommended Books](#)

Laptops and Assessment for Learning

Assessment, assessment, assessment! Lately, it seems that's all we talk about. While much of the discussion has been about assessment of learning, we teachers know how important it is to give our students regular feedback on their work – assessment **for** learning.

In the paper-and-pencil world this can involve lugging home crates of files every night and doing a lot of paper shuffling. Lisa Hogan, Mt. Ararat Middle School Science Teacher, has found a

way to take advantage of one-to-one computing to give her students the feedback they need. She has developed a system for file sharing (using the school file server) that allows her to comment on student work electronically and also promotes student self-assessment. This system can easily be replicated by other teachers who are interested in moving toward a paperless classroom. Read more about Lisa's classroom procedures in the What Works section of *MaineLearns*.



Click on What Works

Asking Essential Questions

In our last round of Content Meetings for the Humanities, we spent some time learning about essential questions. Essential questions are over-arching questions that provide a framework for inquiry and research. Each participant or team then practiced writing an essential question for a standard chosen from the Maine Learning Results.

Kelly Arsenault has compiled a list of the essential questions developed by teachers in these sessions so others can benefit from their work.

The questions are organized by standard and include annotations that reflect the discussions we had about each one.

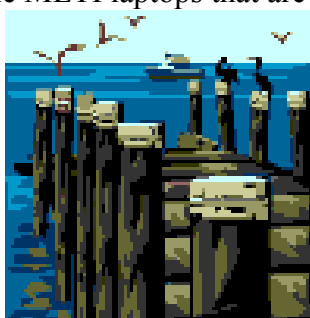
To learn more about essential questions, go to the Resources index on *MaineLearns* and scroll down to the Essential Questioning category. To download our list of essential questions from the Content Meetings, go to the Documents index and find the Across the Curriculum category.



Click on Educator Assistants – Across the Curriculum

What's in Your Dock?

Or maybe, more appropriately, what's not in your dock? There are applications installed on the MLTI laptops that are sometimes overlooked



by teachers and students because their icons don't appear in the dock in the original MLTI image. Kelly Arsenault takes a look at three of these

applications as she answers the question, "What's in your dock?"

SoundStudio, *DataStudio*, and *World Book Atlas* are three powerful tools that teachers and students should become familiar with. Kelly's article in the FAQ section of *MaineLearns* is an introduction to these applications with suggestions for classroom use.

Once you become familiar with these three programs, you may decide you need them in your dock too.



Click on FAQ

MLTI Update

Published Monthly
by the MLTI Staff

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Read MLTI Update online!

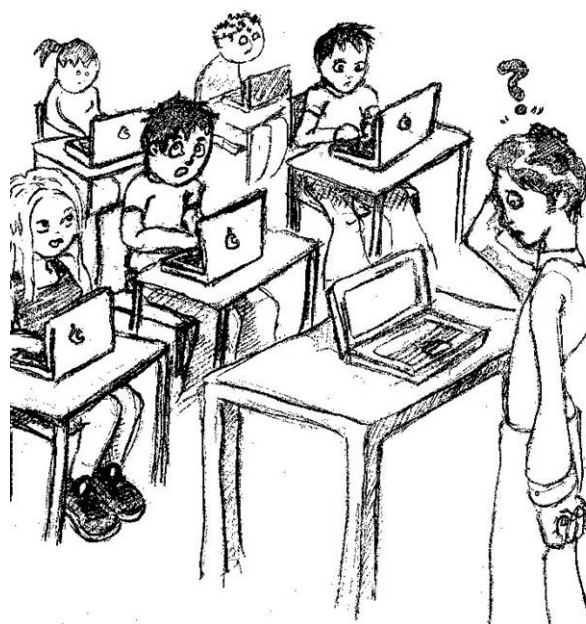
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Click on About Us

Kudos to...

...**Ray St. Pierre** and students in the STAR Program at Lyman Moore Middle School for their work with the Maine Historical Society. See their exhibits about Portland's waterfront at <http://www.mainememory.net>.



"Ms. Jones, all you have to do is highlight the sentence, press open apple C to copy it to your clipboard, open your new document, press open apple V to paste, and save as a new document to the English folder. See, isn't that easier than doing it the old fashioned way?"

Quote of the Month

"The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn."

Alvin Toffler

Barbara's and Kelly's Favorites

One of Kelly's favorites this month is Middle Web's *Middle School Diaries*,
<http://www.middleweb.com/mw/msdiaries/02-03wklydiaries/CT06.html>

Chris Toy, principal of Freeport Middle School, spent two years maintaining an online journal of his school day experiences, including the implementation of MLTI. Although completed at the end of the 2002-2003 school year, this diary and those of other teachers involved in this project prove to be an informative and educational read. Click on diaries for the 2003-04 school year.

Kelly's second favorite is *The Riley Guide*, found at <http://www.rileyguide.com/assess.html>. If you are working with students on career goals or just thinking about your own future, the Riley Guide to Career and Self-assessment Resources will help give even those without any sense of direction a push somewhere. This site includes many valuable tools to explore and ponder and resources that can be shared with students and parents. Use it as a launch pad for a discussion about multiple intelligences and individual differences as well as a starting point for career research.